

CHAPTER 3

PREBID CONFERENCE, SITE INSPECTION, AND BID EVALUATION

3-1. Introduction. This chapter provides information regarding the prebid conference, site inspection, and evaluation of bids for custodial services contracts.

3-2. Responsibility. Although the contracting officer has the overall responsibility for the bidding process, evaluation of the bids, and award of contract, facility Engineering personnel should also participate.

3-3. Prebid Conference.

3-3.1. Attendance. Although attendance cannot be mandatory, all prospective bidders should be encouraged to attend a prebid conference to be conducted by the Contracting Officer or a designated representative. Facility engineering personnel should be present to answer any questions concerning the special conditions, Technical specifications, bid schedules, and plans.

3-3.2. Questions. Questions which cannot be answered by citing specific passages in the document should be submitted by prospective bidders as written requests for interpretation.

3-3.3. Changes. All changes in the contract document which may result from questions or suggestions, should be made by written addendum. Any such changes of the special conditions, technical specifications, big schedules, or plans, should be prepared by the technical representative, given to the contracting officer for approval, and distributed to prospective bidders.

3-4. Site Inspection

3-4.1. Attendance. All prospective bidders should be encouraged to simultaneously attend a site inspection conducted by the contracting officer or a designated representative and the technical representative.

3-4.2. Inspection. If it is not practical to visit all areas, typical or representative areas should be selected by the Technical Representative. The prospective bidders should be encouraged to visit the remaining areas. The prospective bidders should be shown those areas which will be available

for the use of the successful bidder for parking, storage, office areas, etc.

3-4.3. Map of Facility. Each prospective bidder should be given a map or a layout of the facility which identifies each building to be involved in the contract. This information will allow the bidders to estimate travel time, plan distribution of supplies, etc.

3-4.4. Advantage. The more familiar the prospective bidders are with the areas and the work that is to be performed, the more realistic will be their bids and the more acceptable would be their overall performance if selected.

3-5. Evaluation of Bids

3-5.1. Discrepancies. Any discrepancies between the form in which the bids are received and the instructions for preparing bids will be made known to the contracting officer.

3-5.2. Price. The unit prices bid by each contractor for each building of area should be evaluated prior to awarding the bid.

3-5.3. Compliance. The bids will be evaluated by the technical representative as to their compliance with the special conditions, technical specifications, and bid schedules.

3-5.4. Organization. The description of the contractor's proposed organization chart accompanying the bid should be evaluated. It should define all lines of authority, number of positions at each level, and should indicate that sound management and administrative practices will be followed.

3-5.5. Previous Performance. The Technical Representative will assist in evaluating the bids by providing whatever information can be gained as to each Contractor's technical competence. If possible, this information should be gained by observing the contractor's performance on other jobs in the area.

3-5.6. Contract Award. The contract will be awarded in accordance with part 4, section II of ASPR.